



## **INTERMITTENT HR PROJECT CONSULTANTS**

***“To Serve the Southeastern States”***

**Competitive Hourly Rate Dependent upon Qualifications and Experiences**

### **THE ORGANIZATION**

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

### **THE POSITION**

Our Atlanta Regional Consulting office is seeking experienced Personnel Management Consultants with proven backgrounds to provide high quality client services and manage major human resources consulting projects. Our Atlanta office currently has several government contracts and anticipates growth in not only the state and local sector, but also with large non-profit agencies.

We have immediate needs for qualified consultants with strong state, local, university and non-profit sector background in the following areas:

- **Classification and Compensation (emphasis in public sector and school districts)**
- **Benefit Analysis**
- **Human Resource Audits**
- **Workforce and Succession Planning**
- **Training**
- **Strategic Planning**
- **Executive Search**

### **KNOWLEDGES, SKILLS AND ABILITIES:**

- Principles and practices of public /business administration; federal, state and local laws and regulations
- Advanced principles and practices of human resources public sector agencies
- Principles and practices of organizational development and analysis, and project management
- Technical report writing techniques
- Strong analytic and problem resolution skills
- Leadership skills
- Proficiency in all MS Windows and MS Office 2000 applications
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects

### **QUALIFICATIONS:**

The ideal candidate will possess a Master's degree in Human Resource Management, Business, Public Administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a degree may substitute additional qualifying experience. IPMA Certified Professional (IPMA-CP) or Certified Specialist (IPMA-CS) or SHRM certification is highly desired. Two years professional experience in public sector human resources or personnel desired.

**SELECTION PROCESS:** Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted during the initial recruitment phase.

Applications will be reviewed for related experiences, appropriate level, and education. The most qualified candidates will be forwarded to the Regional Manager in the Atlanta office for further consideration. Qualified candidates may be required to successfully pass a background investigation.

**FINAL FILING DATE:** **Applications being accepted on a continuous basis.**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*